

Health and Safety Policy

1. General statement

Weston under Penyard Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

2. Aims of the health and safety policy

- To provide as far as is reasonably practicable a safe place of work and a safe working environment.
- To make arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- To provide safe systems of work, which support health and obtain specialist technical advice and assistance on matters of Health and Safety where necessary.
- To provide sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- To take care and support the welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

3. Arrangements and responsibilities for carrying out the health and safety policy

As the Council's Safety Officer, the Clerk will:

- Keep informed and updated on relevant health and safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the minutes.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors

will be required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given a copy of the Council's Health & Safety Policy.

- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain an accident record book and notify any necessary accidents to RIDDOR - www.hse.gov.uk/riddor
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Executive.

All employees, contractors and voluntary helpers will be expected to embrace the Health and Safety policy and comply with Codes of Practice or work instructions for health and safety.

Any incidents or accidents must be reported to the Clerk by email or telephone as soon as is reasonably possible after the incident has taken place.

It is everyone's responsibility to take reasonable care of their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available. Everyone needs to consider how their activities may affect others and ensure they work in a safe way. If anyone has any concerns about the way they are working they should stop work and contact the clerk before continuing to ensure we have a safe working environment. No one must interfere with or remove safety guards, safety devices or other equipment provided for health and safety. All plant, equipment tools and materials must be used in accordance with guidance and training.

Adopted: 5th September 2016 / Reviewed and updated December 2022